STATE OF ARIZONA
DEPARTMENT OF ADMINISTRATION
FINANCIAL SERVICES DIVISION
GENERAL ACCOUNTING OFFICE

REQUEST FOR REVOLVING FUND

☐ *NEW REQUEST*

☐ *INCREASE/DECREASE*

☐ *CUSTODIAN CHANGE*

☐ *CLOSE OUT*

(Agency)	Date
To: General Accounting Office	
From: (thru JLBC if fund exceeds $50,000)	

	AFIS Fund #	Appropriation #	Comptroller Object
Previous Revolving Fund Balance: $_____			**[ ] 7551 [ ] 4821**
Change: Increase / (Decrease): $_____			**(**See Accounting Manual section
New Revolving Fund Balance: $_____			II-C-2 for appropriate COBJ**)**

REQUEST AND CERTIFICATION

In accordance with ARS §35-193, I hereby request the establishment of, or changes to the revolving fund for the amount and accounting data specified above. This fund will be used for the purpose of making change for cash outlays, postage, supplies and other minor disbursements. This fund may consist of working cash, petty cash and/or a checking account.

I certify that the expenditures from the revolving fund will be for a valid public purpose and consistent with applicable statues, laws, appropriations, grants and contracts. I certify that sufficient appropriation and monies are available for the expenditures, and that I am authorized to disburse these monies. I also certify that I will administer the revolving fund in accordance with policies and procedures established by the Arizona Department of Administration.

The following agency official is the designated custodian of the revolving fund and is charged with handling and accounting procedures.

_____   _____
Signature of Fund Custodian   Signature of Agency Head

Name of Fund Custodian (*Please Print or Type*)   Title of Fund Custodian (*Please Print or Type*)

_____   _____

INSTRUCTIONS: Submit the completed request to the General Accounting Office (GAO) for approval (via JLBC if request exceeds $50,000.00). If the agency does not have on-line access to AFIS, a claim (form GAO 504) can be sent to GAO with the original request. The claim should indicate it is for the purpose of establishing or changing a revolving fund and must be signed by the fund custodian.

ARS 35-193; **REVOLVING FUNDS**, states that:

A. The supervisory official of a budget unit may apply to the Department of Administration to provide a revolving fund in an amount which will allow the budget to pay operating expense items under procedures prescribed by the Department of Administration.

B. The application for a revolving fund shall state the purposes for which required, the amount deemed necessary and the particular person who shall have custody of and be charged with the handling and accounting of the fund and the appropriation or other fund to which the revolving fund is to be charged.

C. The Department of Administration shall review the application as to purpose and reasonableness of amount requested and if applicable may draw a warrant to the order of the officer applying therefor, and charge the amount thereof against the appropriation or

other fund of that budget unit as requested. The department shall not approve an amount of more than fifty thousand dollars for a budget unit without approval of the Joint Legislative Budget Committee.

D. The manner of accounting for a revolving fund shall be as prescribed by the director of the Department of Administration. A revolving fund established under this section does not revert to the state general fund at the end of the fiscal year.

E. At the request of the director of the Department of Administration, the applicant shall return to the State Treasurer the full amount of the revolving fund or amount requested, and no claims for services of the officer applying therefor or the head of the budget unit shall be paid until such request has been complied with.

APPROVAL SIGNATURES

Total amount approved by the Joint Legislative Budget Committee (if over $50,000.00):	Joint Legislative Budget Committee
	☐ Denied on _____ Via letter attached
$ _____	☐ Approved on _____ Via letter attached
Agency Accounting Services - GAO	General Accounting Administrator - GAO
_____	_____
Signature and Date	*Signature and Date*

GAO-33 (Revised 4-03) (Previous editions may <u>not</u> be used)